

Custodial, Labor and Trades Branch
Unskilled and Semi-skilled Labor Group
Automotive Service Series

AUTOMOTIVE SERVICE WORKER I

07/03 (AIS)

General Purpose

Under immediate supervision, on an assigned shift, perform standard servicing of cars, trucks and other automotive equipment, as assigned.

Typical Duties

Service mechanical equipment including, cars, trucks, buses, automotive and highway equipment with gasoline, diesel fuel or alternative fuel and lubricants. Involves: Check proper level of oil in crankcase and add oil when needed. Service batteries, tires, hydraulic and cooling systems. Clean windshields and windows. Add necessary amounts of lubricants to transmission, differential and other gear boxes. Replace oil and air filters as requested. Assist mechanics in the performance of minor testing, repairs or maintenance of vehicles. Wash vehicles. Comply with safety practices. Drive vehicles to servicing and storage areas. Maintain simple records on equipment serviced and amounts of supplies used.

Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for coworkers during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operation, if assigned. Provide designated support for projects or activities as instructed. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Maintain tools, equipment, materials and supplies, and keep work area orderly, safe and clean.

Knowledge, Abilities and Skills

- Some knowledge of basic practices, lubricants, parts and equipment used in servicing automotive equipment.
- Ability to follow oral and written instructions.
- Ability to keep simple records.
- Ability to maintain good working relationships with fellow employees.
- Skill in safe operation and care of motor vehicles or highway equipment.
- Skill in safe operation and care of trade tools and equipment.

Other Job Characteristics

- Frequent lifting and carrying of moderate weight objects (up to 50 pounds).
- Frequent climbing, standing, walking, kneeling, stooping and bending.
- Occasional test driving of within repair yard or through City traffic.

Minimum Qualifications

Education and Experience: Equivalent to completion of the eighth grade plus one (1) year of automotive service work experience.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or Class "B" Commercial Driver's License or equivalent from another state. Some positions may require certification of competency as a Technician of Alternative Fuels issued by the LP gas division of the Texas Railroad Commission within one (1) year of appointment.

Special Requirements: Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Human Resources Director

Department Head

Department Head

Department Head

Department Head

Department Head